

**U.S. DEPARTMENT OF ENERGY
AND
NATIONAL NUCLEAR SECURITY ADMINISTRATION (NNSA)**
Excellence in Government Fellows Program
Administered by the Council for Excellence in Government

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| Objective: | This training announcement is to solicit candidates for the Excellence in Government and e-Government Fellows programs. (Candidates for e-Government Fellows are leaders with particular responsibility for implementing information and communication strategies and technologies.) Fellows build the leadership and management skills to lead people, communicate effectively, form partnerships, remain focused and flexible in changing work environments, and achieve important results. They leave the program knowing how to formulate a vision consistent with an agency's mission; set goals and take actions towards achieving them; and measure and achieve results in complex environments. Program participants will continue in their present positions and perform their normal duties. This program does not involve a promotion or a change in position. |
| Eligibility: | Federal employees at the GS-14/GS-15 or equivalent levels. Exceptional managers at the GS-13 level may also apply. NNSA Employees: Grade Equivalency for Pay Band Levels is at http://scweb.na.gov/training/CareerDev.shtm |
| Components: | Participants in the Excellence in Government and e-Government Fellows programs complete a self-assessment and plan their development with individualized coaching. Fellows meet for a total of 20 days over the course of a year to study in teams under the guidance of a professional coach. Each team identifies a significant, measurable project that can produce visible and important results within the program year and works to accomplish their project. Fellows are expected to work on assignments and projects between each session. Benchmarking site visits with leading corporations are a hallmark of the program. The program also includes guest leader visits, readings, and invitations to special Council events, such as Evenings of Excellence. The curriculum allows Fellows to actually apply what they are learning and generate a return on the investment in the program for themselves and their agencies. Fellows build new leadership skills as well as a clear understanding and renewed commitment to the vision, values, and missions of their agencies. Graduates join a network of more than 2,000 former Fellows across the federal government who remain connected through special events and online resources. The benefits of the program extend beyond individuals and agencies by contributing to a better performing, results-oriented government. |
| Cost: | Tuition is \$9,900 and is the responsibility of the participant's organization, as are travel and per diem expenses. Travel costs will vary based on the participant's physical location. Time Commitment: Approximately 20 program days during the program year (approx 3-5 days about every six weeks). The estimated cost for each trip is roughly \$2,500 per Fellow. |
| Program Cycle: | A twelve-month program that begins October 20, 2008. |
| Continued Service Agreement: | Successful applicants must sign a Continued Service Agreement in order to participate in this program. The form is available on the ETS web site via the link above, and should be included with the nomination package. NNSA Applicants: Please follow NNSA procedures below |
| Nomination Procedure (Please note procedures are different for NNSA employees) | DOE Employees: Step 1: Prior to preparing an application, employees should coordinate approval from their supervisor through the organization training liaison/coordinator . Step 2: Complete a nomination package to include a resume or professional vitae, a completed CEG application form (attached), a statement of recommendation from a senior leader, and an essay addressing why you are applying. Step 3: Submit nomination materials to Sandra Merrill, Career Development Specialist, HC-21, via e-mail, Sandra.merrill@hq.doe.gov or fax (505) 245-2113. Step 4: If you are selected, for those organizations currently using the Corporate Human Resource Information System (CHRIS) training workflow, use workflow to submit your request for training enrollment in Course #001562, Session #0004 . For those organizations not currently using the training workflow process, please follow your existing interoffice registration process. NNSA Employees: Application procedures for NNSA employees are at the http://scweb.na.gov/training/CareerDev.shtm . NNSA must follow these procedures and meet the NNSA specific timelines in order to be considered for this career development opportunity. Failure to follow these procedures may result in elimination. Applications received after the NNSA closing date will not be accepted. |

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| Points of Contact: | <p>DOE: Sandra Merrill, (505) 245-2112 or sandra.merrill@hq.doe.gov; or Karen Lerma, Corporate Training Officer, Office of Human Capital Management Innovations and Solutions, Enterprise Training Services, HC-21 at (202) 631-9940 or karen.lerma@hq.doe.gov.</p> <p>NNSA: Molly Saenz, (505) 845-4306 or msaenz@doeal.gov or Shari Moya, (505) 845-4246 or smoya@doeal.gov</p> |
| Nomination Due Date: | <p>Due Dates:</p> <p>DOE Applicants: August 15, 2008</p> <p>NNSA Applicants: August 1, 2008</p> |
| Additional Information: | <p>More detailed information on the program is available by contacting Sandra Merrill, Career Development Specialist, (505) 245-2112 or Sandra.merrill@hq.doe.gov.</p> |

Excellence in Government Fellows Program Application

Applications will be reviewed on a rolling basis, notice of acceptance will be sent within three weeks of receipt of complete application.

NAME _____

TITLE _____

AGENCY _____

OFFICE/WORK UNIT _____

DEPARTMENT/BUREAU _____

OFFICE MAILING ADDRESS _____

HOME MAILING ADDRESS _____

OFFICE TELEPHONE/FAX/PREFERRED EMAIL _____

CURRENT GRADE/RANK _____

How did you hear about the program?

Length of government service: _____

Gender (optional): _____ Race/Ethnicity (optional): _____

Did you go through an internal-agency selection process before applying to this program? _____

Application files will be kept confidential.

Statement of Recommendation

In applying to the Excellence in Government Fellows Program offered by the Council for Excellence in Government, a candidate is making a commitment to improving the performance of government and to becoming an effective leader who accomplishes results. The program is highly competitive. Your assessment of the candidate's performance and potential is an important component of the selection process. If the candidate is accepted, you or someone else in the Fellow's organization will be asked to assume the role of sponsor and play a part in supporting and guiding the Fellow throughout the year.

Please give us your candid thoughts about the candidate. The following questions are offered as a guide.

- How has the candidate demonstrated leadership and the potential to grow as a leader?
- How will your organization support the candidate in initiating the innovative leadership methods gained in the program?
- How will the candidate, your organization, and the government benefit from the candidate's experience as an Excellence in Government Fellow?

NAME OF CANDIDATE _____

YOUR NAME _____

TITLE _____

AGENCY _____

MAILING ADDRESS _____

TELEPHONE/FAX/EMAIL _____

ARE YOU A SENIOR FELLOW (GRADUATE OF THE *EXCELLENCE IN GOVERNMENT FELLOWS* PROGRAM OR *E-GOVERNMENT FELLOWS* PROGRAM)?

YES ___ NO ___ YEAR OF PARTICIPATION _____

Professional Background

Please provide your resume or professional vitae including your educational background.

Essay Response

Why are you applying to the Excellence in Government Fellows Program? As part of your answer, indicate individual leadership skills that you wish to develop and how you would like to contribute to your organization's mission.

(Maximum 300 words)

Checklist to Complete an Application

- Candidate identification data
- Statement of Recommendation
- The Statement of Recommendation should be written by a senior leader within the organization with knowledge of the candidate's commitment to improving government performance and becoming an effective, results-oriented leader.
- Profession Background information (Resume or Professional Vitae)
- Essay Response